

LITERACY ENGAGEMENT SPECIALIST

REPORTS TO:	DIRECTOR OF FAMILY & COMMUNITY INITIATIVES
PRIMARY LOCATION:	REMOTE AND/OR IN-OFFICE Baton Rouge/New Orleans and Surrounding Areas
POSITION TYPE:	FULL-TIME, EXEMPT
<i>Be sure to consult The Center's Organizational Structure & Description</i>	

Summary

Reporting to the Director of Family & Community Initiatives, the Literacy Engagement Specialist serves as a key team member and an active participant in delivering robust, expert-level programs. The Literacy Engagement Specialist is essential to maintaining new and existing relationships forged with schools and community organizations to increase support for families surrounding literacy engagement. The Specialist provides information and support to families with children learning or struggling to read through the facilitation of workshops, hands-on learning opportunities, parent-focused learning, and educator-focused family engagement support.

Position Responsibilities & Core Functions

- Provide expertise to all family literacy-related programming, including the development of current and future programs
- Develop, provide, and/or facilitate instruction, mentoring, and coaching; large and small professional learning groups; facilitate study groups; and model best practices to educators, educational administrators, parents, and stakeholders.
- Facilitate program activities and provide opportunities for family involvement and engagement
- Manage, facilitate, deliver, and support all family and community contracts and grant opportunities of The Center, including advocacy and policy as needed
- Provide support to district-level, school-level, and state-level literacy educators and community organizations
- Coordinate strategic efforts and communications with community partners, stakeholders, policymakers, and staff
- Implement program evaluation efforts, working closely with the Director of Evaluation & Data
- Coordinate parental education services and workshops
- Provide technical assistance to teachers and family-focused educators
- Create, develop, refine, select, and distribute professional learning materials and supplies as deemed beneficial
- Maintain appropriate data collection, records, reporting, and files as required for clients/agencies
- Keep abreast of current evidence-based literacy research and industry trends and developments Initiate and maintain relationships with statewide and national educational leaders, researchers, administrators, literacy professionals, educators, stakeholders, policymakers, and others as required; discern both their needs and desires regarding research, professional learning, and classroom support
- Implement and lead specific strategies to develop, promote, and secure fee-for-service opportunities with current and potential clients
- Collect and maintain records on key tasks, activities, and participants
- Provide support both in person and virtual
- Produce articles and written materials on appropriate literacy topics for public dissemination as requested
- Facilitate awareness and consulting services around structured literacy implementation in the curriculum, literacy assessments, student data, and literacy plans
- Be sensitive to the interrelationships of both people and functions within the organization
- Provide leadership and guidance, while promoting a positive work culture, to assigned staff and all members of The Center
- Fully comply with board-approved policies and corresponding procedures
- Contribute to team efforts to complete other daily tasks and meet pending deadlines

- Provide and/or lead other services and priorities of The Center as directed by the VP and CEO

Qualifications

- Degree from an accredited educational institution
- Certification in elementary, secondary, or special education with a minimum of seven (7) years of professional experience with a minimum of three (3) years of successful classroom experience in a K-12 setting
- Certification in evidence-based reading instruction preferred (ex. CERI, LETRS, AIM, CALT)
- Experience in presenting educational training programs with demonstrated knowledge and practice in the areas of early language arts and evidence-based reading instruction
- Knowledge of LDOE, BESE, and local school policies and practices as they relate to teaching early language arts/reading
- Knowledge of child growth and development – specifically language and literacy development including related disorders – for children birth to 8 in both school and home settings
- Awareness of diverse learner needs, including cultural and developmental
- Knowledge related to adult reading instruction – including those from special populations (preferred)
- Experience or knowledge related to establishing and/or implementing reading programs in a variety of settings external to traditional education settings
- Proven strategies, methods, and results working with struggling readers
- Excellent verbal and written skills
- Excellent interpersonal and organizational skills
- Maintains a “team first” professional approach
- Works well in a fast-paced environment
- Ability to work independently and communicate effectively

Physical Demands/Requirements

- Flexible work hours depending on operational and programmatic needs. Evening and weekend hours will also be required.
- The ability to see, speak, hear, write, and move to execute job responsibilities at The Center office and in the broader community
- Travel required in-state (Louisiana) and out-of-state

Environmental Conditions

- Spend time both in the office and in the field.
- Work primarily at school and community events, some of which may take place outdoors.
- Must have reliable, insured private transportation.
- Must pass an extensive criminal background check.